

Volume 3, Issue 12

December 2008

# **Travel Mileage Rate Decreases**

Effective January 1, 2009, the mileage rate paid to persons traveling in privately owned vehicles on official business for the State of Alabama will decrease to 55 cents per mile. The mileage rate, which is paid in lieu of actual expenses for transportation, is in accordance with Code of Alabama 1975, §36-7-22, as amended, which became effective October 1, 1999. This code section sets the mileage rate at the amount allowed by the Internal Revenue Code for income tax deductions. Therefore, mileage reimbursement for travel on or after January 1, 2009, will be calculated at the new rate of 55 cents per mile.

When calculating the amount to be reimbursed, all mileage listed on an expense account must be totaled and then multiplied by 55 cents (Example: 111 miles  $\times .55 = 61.05$ ).

Should you have any questions concerning this matter, please contact Kathleen Baxter at (334)242-4857, or Tucker Wilson at (334)242-7057.



According to the State of Alabama Department of Finance, the Travel Mileage Rate will Decrease to 55 cents per mile in January 2009.

## **AOC Password Changes**



Please remember that AOC requires that your password be changed within 180 days from the last time you updated your password. Keep in mind that your computer will have to be restarted after updating your password in order to login to the web-based applications that require your windows password such as AlaCourt and eSearch. If you go thru AOC Outlook Webmail to change your password, please enter aoc\ in front of your username. Otherwise, you will pull an object error.

Please contact your local internet provider if you encounter problems updating the passwords on your personal handheld device. For problems encountered with a state handheld

device, please contact the PC Help Desk at 1-866-954-9411 option 1, and then option 1 or 2.

**W**e appreciate, very much, your assistance and cooperation as we continue to make our data more secure.

## **TECHNOLOGY TIP!**

Zoom in on your data in Seconds...

If your mouse has a wheel, you probably use it to scroll up and down through lengthy worksheets. You may not realize that you can also use it to change the zoom percentage for your view in our web based applications such as AlaCourt, eSearch, and eAppellate, etc. This function also works with Microsoft Word and Excel documents.



To Zoom in on your data, hold down the [Ctrl] key and move the scroll wheel. Rolling the wheel down decreases the zoom percentage and rolling it up increases the zoom percentage. Note that if you're using Excel 2000, the zoom will only go up to 100 percent.

Have fun zooming!

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## eAppellate is quicker than filing a Record on Appeal in paper

By Joey Hunt, IT Support

The **eAppellate** application was designed to allow Clerks and Court Specialists to e-file their Record on Appeal (ROA). As the New Year starts to approach, we would like to extend our eAppellate application to all counties statewide. Currently, we have 38 counties live with eAppellate and we would like to bring your county on live with this new technology. For the counties that are using eAppellate, updates will soon be coming to eAppellate. Soon we will be upgrading our servers for more storage and start implementing upgrades to make the appeal process much simpler and quicker. If you are not using eAppellate, below are some of the benefits that will help your county complete appeals more quickly:

- Allows a court specialist (CS) to add an appeal, upload the Record on Appeal (ROA) and notify the Appellate court and parties in a case electronically.
- Allows parties and Appellate court a place to get the record on appeal.
- CS still has to send out the Notices of Appeal and Certificate of Completion as was done in the paper world. However, these are sent electronically thru the eAppellate application.
- - The user will no longer have to stand at a machine and bates number the pages or mark the pages by hand with a pen. eAppellate will automatically number the pages.
- For clerks' offices that are currently real-time scanning, <u>further scanning</u>

is **NOT** required when arranging the record on appeal.

- The court reporters can email the transcript to the clerk.
- No mailing of the Record of Appeal for Civil Cases is required. The parties on Civil cases log into the eAppellate application to retrieve the record on appeal. (Note: In Criminal cases, one complete record will still need to be mailed to either the Defendant or the Defendants attorney).

"Recently, we had an appeal with 79 defendants that had already been appealed 4 times and we expect there may be more appeals to follow. It would have been impossible to complete a record on appeal with over 13,000 images the 'old way'. Thanks to eAppellate, the compilation of the record has become less taxing and more efficient. I am looking forward to even more improvements in the future."

**S**o far this year **1,596** appeals have been completed, which averages to **145** appeals a month. We would like to thank everyone who is currently using **eAppellate** for making this possible.

Jane Murphy

**Court Specialist** 

**Montgomery County** 

\*For counties already using eAppellate or would like to start using eAppellate\*

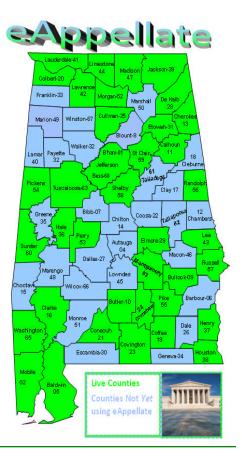
Please ensure that when documents are scanned into Alavault, documents are being scanned in Black & White, 200 dpi. It is very important to have these settings. To make sure your settings are set correctly, please contact our

PC Help Desk at 1-866-954-9411 Option 1, Option 1 or 2.

Jackson County recently had a case file that spanned almost 4 years with over 8,200 pages. Due to a few problems with server errors and scanner settings they had to extend the due date in order to rescan the trial exhibits in this very large case. But despite the problems, Donna Barksdale, Jackson County Deputy Clerk, said, "No question—this was better filed electronically (even with all the problems). We would have needed a truck to send this record out on paper!"

Please contact IT Support for questions regarding eAppellate. If you would like to get started using eAppellate in your county, please let us know. Call us at 1-866-954-9411 Option 1, then Option 5. Or email us at:

ApplicationSupport@alacourt.gov



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## Best Practice when it comes to Email—Internet Security



We sincerely appreciate your cooperation in taking precautions against opening email attachments from emails you are not expecting and from parties that

you do not know. **Best Practice**: DO NOT open any attachments from within your email program (Outlook). Please remember to save attachments to your computer and run a virus scan on that particular attachment **before** opening it. After saving the attachment to your My Documents folder or Desktop, browse to the file and right click on the <u>un-opened</u> file. Left click on the 'Scan for Viruses...' option.

In addition to email security we would like your cooperation with Internet Security as well. Have you ever seen a strange security message pop up like an advertisement while you're surfing the web? Have you seen an unexpected balloon message appear from an unknown program on your system, telling you that you're infected with a new threat? These are common tactics used by a type of program called "Misleading Applications" or sometimes referred to as "Rogue AntiSpyware".

Misleading applications intentionally misrepresent the security status of a computer. Misleading applications attempt to convince the user that he or she must remove potentially un-

wanted programs or security risks (usually nonexistent or fake) from the computer. The application will hold the user hostage by refusing to allow him or her to remove or fix the phantom problems until the "required" software is purchased and installed. Misleading applications often look convincing—the programs may look like legitimate security programs and often have corresponding websites with user testimonials, lists of features, etc.

Misleading applications typically strike people when they are surfing the web. There is not a single type of website where these applications are found, but they are more common from sites offering pirated goods and adult content, as well as blogs and forums. They can even sneak into advertisements on legitimate sites, usually through banner ads at the top of Web page. In order to get installed onto a system, a person is usually either tricked into downloading the program (thinking it's something else) or a small program called a "Downloader" is installed by the attacker through an un-patched flaw in the person's web browser. This is often

Misleading applications often are not the first unwanted program to land on a person's system. A Downloader, such as Trojan. Zlob or Downloader. Mislead App, infect the system first and then download the misleading application to the computer. Once the downloaded application is installed and ready, the malware that installed it will inform the user that they are infected with a new, previously unknown threat. This can be done through a "balloon message" that

known as a "drive-by" install.

appears in the lower right-hand side of the system. The misleading application will then present itself and either pretend to download or run a scan of the system. The scan results produced by the misleading application may be entirely false or may include some real issues affecting the system, but will always exaggerate the problems on the system and refuse to fix them until the vendor is paid and a registration key is entered into the program.

### **Best Practice:**



Ensure Popup Blocker is turned on, keep all Microsoft and Antivirus up-to-date on your pc,

and never click on the available buttons (Yes, No) on an advertisement. Always click the red X at the upper right corner of the popup window to close the window. Often even clicking on the 'No' button will install the Misleading Application.

**Y**our cooperation & support is greatly appreciated.

#### **List of Misleading Applications:**

Antivirus 2009

WinFixer

Ultimate Defender

SpvSheriff

MalwareWipe

DriveCleaner

AVSystemCare

1stAntiVirus

VirusBurst

SpywareQuake

Taken in part from www.Symantec.com (http://www.symantec.com/norton/theme.jsp?themeid=mislead)

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## eCitations reaches a milestone in Alabama

eCitation is an electronic citation program currently being used by Alabama law enforcement agencies to include State Troopers, Sheriff's offices and Police Departments. This program allows officers to electronically write, print and transfer traffic citations from their vehicle.

The eCitation ticketing process was piloted in 2003 in Heflin, Alabama, at the trucking weigh station. Phase 1 of the eCitation project was a fixed base location pilot at the weigh station. Phase 2 was a mobile pilot that used cell cards in the officers laptop for connectivity. eCitation is a stand alone application but uses the internet to transmit the tickets. If there is no connectivity, the tickets are stored and transmitted later. This successful pilot was followed by a statewide rollout to all Motor Carrier State Troopers (MCSAP) in 2007. Sheriff's Offices and Municipalities are now coming on board with eCitations.

**T**his program has been very successful and we are proud to announce that there have been over 1 million eCitations written in the state of Alabama. Accuracy, efficiency and safety have all improved radically as a result of eCitations.

Taken in part from: <a href="http://care.cs.ua.edu/eCitation\_historyofecitation.aspx">http://care.cs.ua.edu/eCitation\_historyofecitation.aspx</a>.



Officer Smiley reports that more than 1 million eCitations have been written in the State of Alabama...



### **DPS gets New eCitation Enhancements**

All Department of Public Safety Officers (State Troopers) will be getting new software, aircards and computer enhancements to include an upgrade to their laptop software (eCite) before the end of the year. The clerk's office will benefit from these updates to the Officer's eCitation software. Some of the enhancements that will make things easier on the Clerk's Office are:

#### • Timestamping of data

Now eCite will keep up with how long the Officer has kept driver's license scans, LETS lookups, etc. If an officer tries to use any of the data that is older than 15 minutes, it will prompt them that the data is old and require them to rescan the license. This should alleviate the problem with officers issuing citations with incorrect defendant information.

#### Courthouse address fixes easier and faster

Now the court appearance address information can be updated immediately upon request to AOC.

### Officers are no longer allowed to pick weekends and holidays for court dates

Now the **eCite** application prohibits Officers from setting court dates on State Holidays or weekends.

### **CHRISTMAS FUN!**

